



**ARIZONA CORPORATION COMMISSION
CORPORATIONS DIVISION**

**GENERAL FILING INSTRUCTIONS
FOR FOREIGN LIMITED LIABILITY COMPANY FILING CHECKLIST**
Pursuant to A.R.S. §29-802, et seq.

Cover Sheet

- ☐ Attach a completed cover sheet to the filing.

Company Name

- ☐ Check name for availability using the preliminary name search instructions on our website at www.azcc.gov/divisions/corporations/filings/namingpolicy.asp. You may also reserve a name for up to 120 days. If you reserve a name, please attach a copy of the name reservation.
- ☐ If applicable, attach copy of Trade Name Certificate.
- ☐ Make sure the entity's name has the appropriate corporate ending pursuant A.R.S. § 29-602(A). If the name of the foreign LLC does not satisfy the requirements of A.R.S. § 29-602, the foreign LLC must adopt a fictitious name.
- ☐ If the name of the foreign LLC is unavailable for use in this state, the foreign LLC must adopt a fictitious name.
- ☐ If the foreign LLC must adopt a fictitious name, attach a copy of the company's resolution adopting the fictitious name. The resolution must be approved and signed by a manager if management is vested in managers or by a member if management is reserved to members.

Application for Registration

- ☐ Indicate the exact name of the foreign limited liability company.
- ☐ If the exact name is not available or does not satisfy A.R.S. § 29-602, indicate the fictitious name adopted for use in Arizona and make sure to attach a copy of the company's resolution adopting the name.
- ☐ Indicate the state or country in which the company formed.
- ☐ Indicate the date of formation.
- ☐ Indicate the purpose of the company or the general character of business the company proposes to transact in Arizona.
- ☐ Indicate the name and address of the statutory agent in Arizona. If the statutory agent has a P.O. Box, then they must also provide a street address/location.
- ☐ Indicate if management is vested in one or more managers or is reserved to the members.
- ☐ If the LLC is manager-managed, indicate the name and address of each and every manager AND the name and address of each and every member who owns 20% or greater interest in the capital or profits of the company. Check member or manager or both under each name.
- ☐ If the LLC is member-managed, indicate the name and address of each and every member.
- ☐ Indicate the address of the office required to be maintained in the state or country of formation. If the state or country of formation does not require such an address to be maintained, then provide the street address of the statutory agent in the state or country of formation.
- ☐ The statutory agent in Arizona must sign acknowledging acceptance of the appointment.
- ☐ The Application must be signed by a manager if the LLC is manager-managed, or by a member if the LLC is member-managed, or by an authorized agent.

Fees

- ☐ Attach a check for the filing fee of \$150.00. Expedited service is available for an additional \$35.00. Please make check payable to the Arizona Corporation Commission.

Attachments

- ☐ Attach a certificate of existence or document of similar import duly authenticated within 60 days of the date of its delivery to the A.C.C. by the official having custody of corporate records in the state or country under whose laws the company is organized.
- ☐ If applicable, attach a copy of the Trade Name Certificate or A.C.C. name reservation.

Publication

- ☐ Publication is not required

**APPLICATION FOR REGISTRATION
OF A FOREIGN LIMITED LIABILITY COMPANY**

Pursuant to A.R.S. §29-802

1. The company name must contain an ending which may be "limited liability company," "limited company," or the abbreviations "L.L.C.," "L.C.," "LLC" or "LC". If you are the holder or assignee of a trade name, attach a copy of the trade name certificate. If your name is not available for use in Arizona, you must adopt a fictitious name and provide a resolution adopting the fictitious name. The resolution must be signed by a member or by a manager, whichever is applicable.

2. Provide the name of the state or country under whose laws your company was formed.

3. Provide the date on which your company was formed or organized in the state or country of formation.

4. Provide the general character of business you plan to transact in Arizona.

5. The statutory agent must provide a street address. If statutory agent has a P.O. Box, then they must also provide a street address/location.

The agent must consent to the appointment by signing the consent.

1. The name of the foreign limited liability company is:

1. a. If the exact name of the foreign limited liability company is not available for use in this state or does not meet the requirements of A.R.S. § 29-602, then the fictitious name adopted for use by the limited liability company in Arizona is:

_____ (FN) _____

2. The company is organized under the laws of: _____
(State or Country)

3. The date of the company's formation is: _____

4. The purpose of the company or the general character of business it proposes to transact in Arizona is:

5. The name and street address of the statutory agent for the foreign limited liability company in Arizona is:

ACCEPTANCE OF APPOINTMENT BY STATUTORY AGENT

I, _____, having been designated to act as
(print name)

statutory agent, hereby consent to act in that capacity until removed or resignation is submitted in accordance with the Arizona Revised Statutes.

_Signature

If signing on behalf of a company, print company name here

6. Check A or B to show which management structure will be applicable to your company. Provide name and address for each person, and check whether they are member, manager, or both.

7. If the state or country of formation does not require an address to be maintained, provide the street address of the statutory agent in the state or country of formation.

The application must be signed by a member or manager, as applicable, or by a duly authorized agent.

Attach a certificate of existence or document of similar import duly authenticated within 60 days of its delivery to the A.C.C. by the official having custody of corporate records in the state or country under whose laws the LLC is formed.

6. Management Structure (check A or B):

A ☐ **Management of the limited liability company is vested in a manager or managers.** Give the name and address of each and every manager AND of each and every member who owns a twenty percent or greater interest in the capital or profits of the limited liability company, and check off member and/or manager.

Name: _____ Name: _____
[] member [] manager [] member [] manager

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Name: _____ Name: _____
[] member [] manager [] member [] manager

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

B ☐ **Management of the limited liability company is reserved to the members.** Give the name and address of each and every member.

Name: _____ Name: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Name: _____ Name: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

7. Give the address of the office required to be maintained in the state or country of formation.

Signed this _____ day of _____.

Signature _____ Print Name (check one) ☐ Member ☐ Manager ☐ Authorized Agent

PHONE: _____ FAX: _____